

APPLICATION/CONTRACT FOR EXHIBIT SPACE/2012

58th Annual Employee Benefits Conference (Ø1-12Ø1)

COMPANY/ORGANIZATION INFORMATION (Please print clearly)

APPROVED BY Name _____ Title _____ E-mail _____
Company _____ Organization # _____
Address _____
City _____ State/Province _____ Country _____ ZIP/Postal code _____
Phone _____ Fax _____
Web site _____

See our policies regarding your registration/cancellation/refund/record retention/photo release and privacy at www.ifebp.org/policies.

EVENT CONTACT (Person to receive all future exhibition correspondence and information)

Name _____ Title _____ E-mail _____
Company _____ Organization # _____
Address _____
City _____ State/Province _____ Country _____ ZIP/Postal code _____
Phone _____ Fax _____

Approval to exhibit by the International Foundation will be determined by the relationship of the product/service to employee benefits.

The product or service to be displayed (please be specific) _____

BOOTH INFORMATION

Booth fee: (10' x 10' space) *Membership is required for all exhibitors—application on page 10.*

- \$4,300 Inline booth—number of booth(s) _____
- \$4,700 Corner booth—number of booth(s) _____

Booth fee includes

- Two complimentary booth personnel (one of the two receives a full conference registration)
- Registration for additional booth assistants—\$500 each
- Limit of four (4) persons per 10' x 10' space.

Number of complimentary booth personnel _____
Number of additional booth assistants at \$500 each _____

Booth choice (please refer to the floor plan on page 4)

Approved

1st _____
2nd _____
3rd _____
4th _____

Identification sign in booth to read:

Do not locate us near the following companies _____

Locate us near the following companies _____

CONTRACTUAL AGREEMENT

We hereby apply for exhibit space at the International Foundation's 58th Annual Employee Benefits Conference to be held November 11-14, 2012, in San Diego, California. We agree to abide by the **Contract Terms and Regulations** accompanied by this application, which form a part of this contract between our firm (Exhibitor) and the International Foundation. We understand this is not a contract until officially accepted by the International Foundation.

ACCEPTED BY EXHIBITOR

Signature _____
Title _____
Date _____

ACCEPTED BY INTERNATIONAL FOUNDATION

Signature _____
Title _____
Date _____ Booth(s) assigned _____

PAYMENT INFORMATION

Full payment in U.S. funds must accompany order. Make check payable to International Foundation.


Check # _____ \$ _____
 VISA MasterCard Discover American Express (U.S. only) \$ _____
Credit card # _____ Exp. date _____
Cardholder's name (print) _____


EXHIBITION/ORDER SUMMARY


Total booth fee \$ _____
Total booth assistant(s) fee \$ _____
Total (U.S. funds) \$ _____

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

 More information at www.ifebp.org

 Fax your application form with credit card number: (262) 786-8650

 Mail the application form with check or credit card number to: International Foundation—2012 Exhibition P.O. Box 689954, Chicago, IL 60695-9954

 For more information, e-mail sandral@ifebp.org, or phone (262) 373-7657



Contract Terms and Regulations

PROGRAM SPONSORSHIP AND MANAGEMENT

This Exhibition is produced by and subject to the terms and conditions imposed by the International Foundation of Employee Benefit Plans, Inc., hereafter referred to as the International Foundation. The International Foundation will provide exhibition management and attendance promotion.

GENERAL

To preserve and maximize the educational value of the Exhibition, the International Foundation reserves the right to determine the eligibility of any Exhibitor and reserves sole control over admission policies. These terms and regulations are established for the mutual protection of the International Foundation and the Exhibitor. Acceptance of application to exhibit does not constitute, in any way, an International Foundation endorsement or approval of the Exhibitor's products or services. The International Foundation reserves the right to make changes in the time schedule or in the general plan of the Exhibition as may be deemed to be in the best interest of the International Foundation, the Exhibitors or the Exhibition generally. All matters not specifically covered by these terms and regulations shall be subject to the decision of the International Foundation. All terms of this contract will be enforced by the International Foundation.

The International Foundation reserves the right to revise the original and approved floor plan should all space not be sold, and to relocate assigned and confirmed booth space.

CONTRACT FOR SPACE

Application for booth space, accompanied by the required deposit or payment and receipt of a product/service synopsis, constitutes a contract for the assignment of space pending acceptance by the International Foundation. Any Exhibitor failing to occupy space is not relieved of the obligation to pay the full rental price. This contract will not be binding upon the International Foundation in the event of strikes, labor disputes, acts of God or other circumstances beyond the control of the International Foundation.

TERMS OF PAYMENT

Deposit—A minimum deposit of \$2,000 must be submitted with the application for exhibit space. No application will be processed or space assigned until the deposit is received. Hotel reservations will not be made without the per person hotel deposit.

Applications received after **March 30, 2012** MUST be accompanied by payment in full.

Final Payment—Payment in full for deposited exhibit space, conference registration and/or booth personnel fees must be received by **March 30, 2012**. After that date, assigned space will revert to the International Foundation for reassignment and/or sale.

BOOTH CANCELLATION POLICY

An administrative fee of \$1,000 will be withheld for cancellations received in writing prior to **June 29, 2012**. No refunds will be granted after the date of **June 29, 2012**.

SHARING AND SUBLETTING

NO two (2) companies can share a single booth space equal to 100 sq. ft. A company is defined as the same business or firm and can involve only a single line of business. Coparticipation by any other corporation or firm or its representatives in space assigned to the original applicant must be approved by prior written permission of the International Foundation and may be subject to an additional charge equal to one-half of the rental cost of space reserved, if accepted by the International Foundation. Exhibitors may not permit nonexhibiting companies' representatives to work in their booth. Exhibitors agree not to assign or sublet the whole or any portion of the rented space.

EXHIBITOR REGISTRATION

Booth Staff Registration—Deadline October 4, 2012.

A maximum of **four (4) persons** may be registered for each 100 square feet of exhibit space rented. Any exhibiting company planning to have more than four (4) representatives must purchase additional booth space or register additional conference attendees. Each person working in the booth must be registered and have paid the appropriate fees, regardless of the length of time he or she will be attending the show.

Booth Staff Personnel

Replacements—Deadline

Thursday, October 4. Staff replacements after October 4 are subject to an administrative fee of \$75 payable in full at the time of the transaction. After October 29, any personnel transactions will be subject to a \$150 administrative fee and, may be processed on site.

On-Site Registrations—Booth staff registering on site will not be invoiced. Payment of applicable fees and the \$150 administrative fee is payable in full at the time of the transaction.

Booth fee includes two (2) complimentary booth personnel registrations. One of the two will be provided a complimentary registration for all annual conference sessions and activities.

All remaining booth personnel must be registered in one of two ways:

- (1) Conference registrant—
Fee of \$1,235 per person
- (2) Booth personnel only—
Fee of \$500 per person.

EXHIBITOR REPRESENTATIVES

Each exhibiting organization must name one person as the **official on-site representative** to:

- (1) Authorize and enter into such service contracts necessary for the installation and removal of exhibits and the provision of services.
- (2) Be present, registered and in the booth on **Sunday, November 11, 2012**, by 10:00 a.m.
- (3) See that booth is staffed at all times during published open hours of the Exhibition to attendees. Failure to comply will result in the eviction of the organization by the International Foundation and all service charges billed to and paid by the Exhibitor.

BOOTH SPACE AND STRUCTURE

Booth Apparatus

- (1) Standard booth backgrounds and siderails will be provided. NOTE: It is mandatory each Exhibitor use the pipe and drapery furnished by the Official Service Contractor.
- (2) Carpeting is not included in the cost of booth space and must be ordered separately **as it is mandatory.**
- (3) Equipment displayed, pedestals, audiovisual equipment and carts, tables, racks, shelves, risers and similar display units may not exceed 48 inches in height when positioned more than half the distance from the back wall of the booth. Free-standing units, including those intended to be the focal point of an exhibit, are subject to the same rule.
- (4) Exhibit structures may not exceed 8 feet in height, unless approved in writing by the International Foundation Exhibit Manager prior to move-in date.
- (5) The extent of the curve on either end of a curved module unit cannot extend forward more than three (3) feet from back wall.
- (6) If draping is deemed necessary to conceal unsightly wiring or structural supports, this shall be done at expense to the Exhibitor.

OFFICIAL SERVICE CONTRACTOR

The Official Service Contractor, GES, Inc., provides all exhibitor support services: freight, storage and handling (in and out), setup and dismantling of exhibits, display unit rental and booth decorations (carpet, tables, chairs, stools, etc.) and coordinates all inbound international freight with the official freight forwarder and selected customs broker for delivery and clearance on the scheduled move-in date.

All work performed in the exhibit area is under the jurisdiction of the Official Service Contractor, GES, Inc. It is the responsibility of the Exhibitor to be knowledgeable of, and in compliance with, all the requirements in effect. Always refer first to the *Exhibit Services Manual* for specific regulations and Union jurisdiction regarding (1) Exhibit Labor, (2) Freight Handling, to include "hand carry" materials.

NONOFFICIAL CONTRACTORS—CERTIFICATES OF INSURANCE

1. EACs (exhibitor-appointed contractors), contracted by the Exhibitor to install and dismantle a display, must submit written notification to the International Foundation with the name of the client exhibitor, contractor, address and supervisor by **September 27, 2012**.
2. A Certificate of Insurance is to be mailed to the International Foundation with a copy to the Official Contractor prior to **September 27, 2012**.
3. The International Foundation must approve any nonofficial contractors. All EACs (exhibitor-appointed contractors) and unregistered exhibitor personnel "must be badged." Proof of identification and affiliation will be required. Security will escort any person without a badge from the show floor and to the Official Service Contractor's Service Desk for show management approval.

EXHIBIT SERVICES MANUAL

The *Exhibit Services Manual* will be mailed **electronically the week of August 3, 2012** to the exhibiting firm's designated Event Coordinator. The online document will contain all order forms and deadline dates for booth carpet, accessories (tables, chairs, etc.), electrical, telephone, lead retrieval, computer/audiovisual, etc., as well as all shipping, material handling information and forms.

SHIPPING

Exhibitor agrees to ship, at its own expense and risk, all property to be exhibited. All shipments must be prepaid. Cash-on-delivery shipments cannot be accepted any time.

- Advance warehouse shipments should be scheduled for delivery not later than **Tuesday, November 6, 2012**.
- Direct shipments to show site will be accepted only on **Friday, November 9 between 8:00 a.m. and 2:00 p.m.**
- Shipments should be cosigned to the Official Contractor, GES, Inc.

All shipping labels MUST include *name of company, booth number and show name*. Examples of both Advance and Direct shipment labels will be included in the *Exhibit Services Manual*. NOTE: The San Diego Convention Center will refuse ALL shipments. Specific shipping information, methods, rates, etc., will be provided by the International Foundation and GES, Inc. Appropriate shipping and material handling forms will be included in the *Exhibit Services Manual*.

INSTALLATION

San Diego Convention Center, San Diego, CA 8:00 a.m.-5:00 p.m.

Friday, November 9, 2012 and Saturday, November 10, 2012

1. All displays and equipment must be in place and crates removed by 5:00 p.m. Saturday, November 10, 2012. Aisle carpet will be installed and cleaned after 3:00 p.m. on Saturday, November 10, 2012.
2. The International Foundation reserves the right, should any rented space remain unoccupied at 3:00 p.m. on Saturday, November 10, 2012, to rent or occupy said space. This clause shall not be construed as affecting the obligation of Exhibitor to pay the full amount of the rental fee for space provided. If the display unit is on hand, the International Foundation Exhibit Manager, at 3:00 p.m. on Saturday, November 10, 2012, reserves the right to:
 - Assign any labor to set any display that is not in the process of being erected.
 - Order the removal of all display materials and crates not in the process of being set. The charge for labor to complete either of these options will be billed to the Exhibitor, and the International Foundation shall have no liability for such work.
3. **Children are not allowed on the exhibit floor at any time during installation and dismantling hours.**

Contract Terms and Regulations

DISMANTLING

2:30-7:00 p.m.

Tuesday, November 13, 2012

1. All exhibits **MUST remain intact until 2:30 p.m. on Tuesday, November 13, 2012**. No goods may be packed or removed before that time. Any Exhibitor dismantling or removing materials prior to that time will forfeit its company's right to exhibit at future International Foundation Annual Conferences and Expositions.
2. Freight not picked up by 7:00 p.m. will be rerouted onto another carrier at the Exhibitor's expense.
3. All exhibiting companies are responsible for all labor and other costs associated with setup and dismantling of their own exhibits.

SECURITY

The International Foundation shall provide sufficient security service on a 24-hour basis for the duration of the Exhibition. Exhibitors desiring special security precautions should arrange for the International Foundation approved private guard service at their own expense.

CONDUCT/RESTRICTIONS

The International Foundation reserves the right to restrict exhibits which, because of noise, odors, method of operations or any other reason, become objectionable or otherwise detract from or are out of keeping with the character of the International Foundation Exhibition as a whole. This reservation includes persons, gaming devices, things, live animals, printed material or conduct. The International Foundation reserves the right to approve, prohibit and/or restrict the distribution of any promotional and/or giveaway items. **ONLY** those products/services approved by the International Foundation at the time of application and approval may be demonstrated and/or displayed.

Exhibitors agree to abide by the following restrictions:

1. No costumed persons or mannequins may be engaged without prior written approval of the International Foundation. Once approved, the Exhibitor shall be sure their manner and appearance do not offend even the most critical.
2. Products, circulars, publications, advertising matter *must be confined to and may only be distributed and/or operated within the assigned booth space.*
3. Nothing shall be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors, or other parts of the building or furniture.
4. Signs, rails, etc., will not be permitted to intrude into or over aisles.
5. Exhibitors are prohibited from providing conference participants with any type of address labels, address stamps or other devices used to indicate conference participants' home or business addresses. Violators of this policy are subject to confiscation of offending equipment and/or dismissal from the exhibition hall.
6. No gummed surface or pressure-sensitive labels, self-adhesive stickers/labels or advertising stickers will be permitted.

7. Drawings for prizes are permitted at your booth. Winners *may not be announced* from the booth but may be posted at a designated location. Drawings for prizes may not be conducted in function rooms, sleeping rooms or suites.
8. Giveaway and prize-drawing items are at the discretion of the exhibiting party as long as the item(s) are deemed appropriate and in good taste. Exhibitors are, however, cautioned to review the LM-10/LM-30 filing requirements of the Department of Labor as they relate to gifting.
9. **Important Policy Change Regarding Prize Drawings and Giveaways**
The International Foundation has capped prizes at a \$1,000 value per individual item and a \$5,000 aggregate limit per exhibiting company. This means that any one prize you give away cannot be valued at more than \$1,000. In addition, the combined value of your "freebie" giveaways and your prize drawing(s) cannot be valued over \$5,000. For further important information regarding the LM-10/LM-30 reporting guidelines, exhibitors are encouraged to review the Department of Labor's website at www.dol.gov.
10. The Exhibitor shall not conduct outside activities which are likely to take qualified attendees from the official and scheduled Conference and/or Exhibition functions.
11. Receptions, demonstrations or meetings in hospitality suites may not be conducted during scheduled and published open hours of the Exhibition or Conference.
12. Food products or beverages are not to be distributed without prior written approval from the International Foundation.
13. Sales/transactions, or any form of order taking for cash or credit, are prohibited within the exhibit hall by an Exhibitor, or anyone on its behalf.
14. Exhibitor agrees to treat all conference attendees with courtesy and not to discriminate against any person for any reason. The International Foundation reserves the right to remove any Exhibitor whose personnel discriminate against any persons in any manner.
15. Badges—**All** booth personnel will be required to wear the official conference badge issued at registration. Badges and registration materials will be distributed only to registered personnel. Exhibit personnel may not exchange, deface, mark or alter the badge in any manner.
16. Any oral or written communication indicating or suggesting that the International Foundation endorses or approves of the Exhibitor's products or services is prohibited and is grounds for closing of an exhibit with no refund of fees or deposits to the Exhibitor.

ENTERTAINMENT GUIDELINES

Guidelines set forth on page 3 of this 2012 Exhibitor Prospectus must be followed.

Responsibility of the Exhibiting Firm—to be fully familiar with these rules and regulations, and to see that each member of the firm attending the conference, either as exhibit personnel or registrant, or both, is familiar with these rules and regulations.

Signature: _____

Title: _____

Date: _____

IMPORTANT: Return signed copy of this page with Exhibit Space Application and retain a copy for your files. Also provide each exhibit booth staff person with a copy.

SOLICITATION

The aisles and other spaces in the exhibition and conference areas, not leased to Exhibitors, shall be under the control of the International Foundation. All displays, equipment demonstrations, presentations, distribution of literature or any other type of activity shall be conducted in a professional nature, avoiding the use of side-show or theatrical gimmicks inside the space contracted. Standing in aisles, or in front of any exhibit booth, for advertising purposes is strictly prohibited.

Persons connected with nonexhibiting concerns are prohibited from any dealing, exhibiting or soliciting within the exhibit hall, Convention facilities, or hospitality suites and suites of the International Foundation conference hotels. Exhibitors are urged to report immediately any violations of this rule to the Exhibit Manager or a member of the International Foundation staff.

SOUND/LIGHTING

All sound and lighting must be kept at sufficiently low levels so as not to disturb other Exhibitors. Public address systems, radio broadcast, objectionable lighting to include flood, spot, strobe, flashing and revolving lighting or other devices used only to attract attention by sound or light are prohibited. The International Foundation reserves the right to turn off the electricity supply of any Exhibitor who violates this rule.

FIREPROOFING AND SAFETY

All decorations, drapes, signs, banners, acoustical materials, plastic cloths or any other similar materials generally considered to be easily ignited shall be flame retardant to the satisfaction of the state of California and City/County Fire Marshall of San Diego. Compliance with all city, state and county safety, health and fire ordinances is required.

Aisles and exits shall be kept clean, clear and free of obstruction. Display literature/reserve supplies are to be limited to reasonable quantities. A reasonable quantity shall mean materials, enough to disperse in a minimum of four (4) hours, may be kept within the booth space but must be stored in a safe, neat and compact manner, out of the view of attendees. It will be the responsibility of the Exhibitor to arrange for excess storage through the Official Service Contractor, GES, Inc.

Children 18 years of age and younger are not allowed on the show floor on the days of installation and dismantling.

LICENSING

Exhibitor shall secure any and all necessary licenses for any (a) performances, displays or other uses of copyrighted works or patented inventions; and (b) use of any name, likeness, signature, voice or other impression, or other intellectual property used directly or indirectly by Exhibitor.

AMERICANS WITH DISABILITIES ACT (ADA)

Exhibitor agrees to comply with all applicable provisions of ADA and shall indemnify the International Foundation, its officers, directors,

members and agents for Exhibitor's failure to comply with ADA provisions.

TERMINATION OF EXHIBIT

If the premises where the Exhibition is to be housed are destroyed or damaged, or the Exhibition fails to take place as scheduled or is relocated or interrupted or discontinued or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, emergency declared by any government agency, or for any other reason, this contract may be terminated by the International Foundation. In the event of such termination, the Exhibitor waives any and all damages and claims for damages, and agrees that the sole liability for the International Foundation shall be to return to each participating organization the registration payment.

LIABILITY AND INSURANCE

Exhibitor agrees to protect, save and keep the International Foundation and the San Diego Convention Center, San Diego, California forever harmless from any damage or charges imposed for violation of any law or ordinance, whether caused by the Exhibitor and its agents and employees or those holding under the Exhibitor, as well as to strictly comply with the applicable terms and conditions contained in the agreement between the San Diego Convention Center and the International Foundation regarding the Exhibition premises. And, further, Exhibitor shall at all times protect, indemnify, save and keep harmless the International Foundation and the San Diego Convention Center against and from any and all loss, cost, damage, liability or expense arising from or out of or by reason of any accident or other occurrence to anyone or anything, including the Exhibitor, its agents, employees and business entities, which arises from or out of or by reason of said Exhibitor's occupancy and use of the Exhibition premises or a part thereof.

The International Foundation will exercise reasonable care for the protection of Exhibitor's materials and displays. However, the exhibiting company, on signing this contract, expressly releases the International Foundation, the named Official Service Contractor, GES, Inc. and the San Diego Convention Center, from, and agrees to indemnify same against, any and all claims for such loss, damage or injury. Exhibitors desiring to carry insurance on their exhibit, display, products, etc., will place it at their own expense.

STANDARD ARBITRATION CLAUSE

Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by binding arbitration in accordance with the Rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered in any court of competent jurisdiction.

International Foundation of Employee Benefit Plans 58th Annual Employee Benefits Conference—Hotels

November 11-14, 2012 • San Diego Convention Center • San Diego, California

To receive the conference rate, reservations must be booked through the International Foundation. Best available rate/hotel will be assigned if necessary. Visit our website at www.ifebp.org/sandiegohotels for complete hotel descriptions and rate/view options.

- 1 Embassy Suites San Diego Bay Downtown**
\$229 Run of House s/d • I.F. Block: 275
337 two-room suites. Complimentary breakfast.
- 2 Hard Rock Hotel San Diego**
\$225 s/d • I.F. Block: 100
420 rooms, 12 floors, located in Gaslamp Quarter across the street from the convention center.
- 3 Hilton San Diego Airport/Harbor Island***
\$219 s/d • I.F. Block: 135
211 rooms, 9 stories, balconies with views of the marina.
- 4 Hilton San Diego Bayfront***
\$199 Standard s/d • I.F. Block: 720
\$249 High View s/d • I.F. Block: 180
1,190 rooms, 30 stories. Newest waterfront hotel.
- 5 Hilton San Diego Gaslamp Quarter**
\$199 s/d • I.F. Block: 150
282 units, 12 floors, modern design. Heart of Gaslamp Quarter.
- 6 Hilton San Diego Resort and Spa***
\$219 s/d • I.F. Block: 200
357 rooms newly renovated, private beach, balcony or patio.
- 7 Holiday Inn San Diego on the Bay***
\$199 Run of House s/d • I.F. Block: 350
\$239 Bay View s/d • I.F. Block: 75
600 rooms/suites, 14 stories. Near airport, free shuttle. Pet-friendly.
- 8 Hotel del Coronado***
\$267 Victorian s/d • I.F. Block: 50
\$299 Run of House s/d • I.F. Block: 350
757 rooms. Beachfront hotel. Plus mandatory \$20 resort fee which includes HSIA.
- 9 Hotel Indigo Gaslamp Quarter**
\$199 s/d • I.F. Block: 100
210 rooms, 12 floors, renovated in 2009, close to the convention center.
- 10 Hotel Solamar**
\$199 s/d • I.F. Block: 150
235 rooms, ten-floor boutique hotel across the street from the convention center.
- 11 Hyatt Regency Mission Bay Spa and Marina***
\$209 s/d • I.F. Block: 250
430 rooms, 4 buildings, on shores of Mission Bay.
- 12 Omni San Diego Hotel**
\$225 s/d • I.F. Block: 400
511 guest rooms, 32 stories, contemporary style.
- 13 Sheraton San Diego Hotel & Marina**
\$199 s/d • I.F. Block: 400
1,053 renovated guest rooms, private balcony or patio.
- 14 Sheraton Suites San Diego at Symphony Hall**
\$205 Run of House s/d • I.F. Block: 150
264 newly remodeled two-room suites. Most have king bed. Pet-friendly. Smoke-free.
- 15 The US Grant**
\$249 s/d • I.F. Block: 125
270 units, 11 stories. Recently renovated. Art deco makeover. Smoke-free.
- 16 W San Diego***
\$229 s/d • I.F. Block: 150
258 rooms, 19 floors. Pet-friendly.
- 17 Westin Gaslamp Quarter***
\$205 s/d • I.F. Block: 275
450 guest rooms, contemporary decor.
- 18 Manchester Grand Hyatt**
\$219 s/d • I.F. Block: 200
1,625 guest rooms, close to convention center and Seaport Village.

*Union hotel

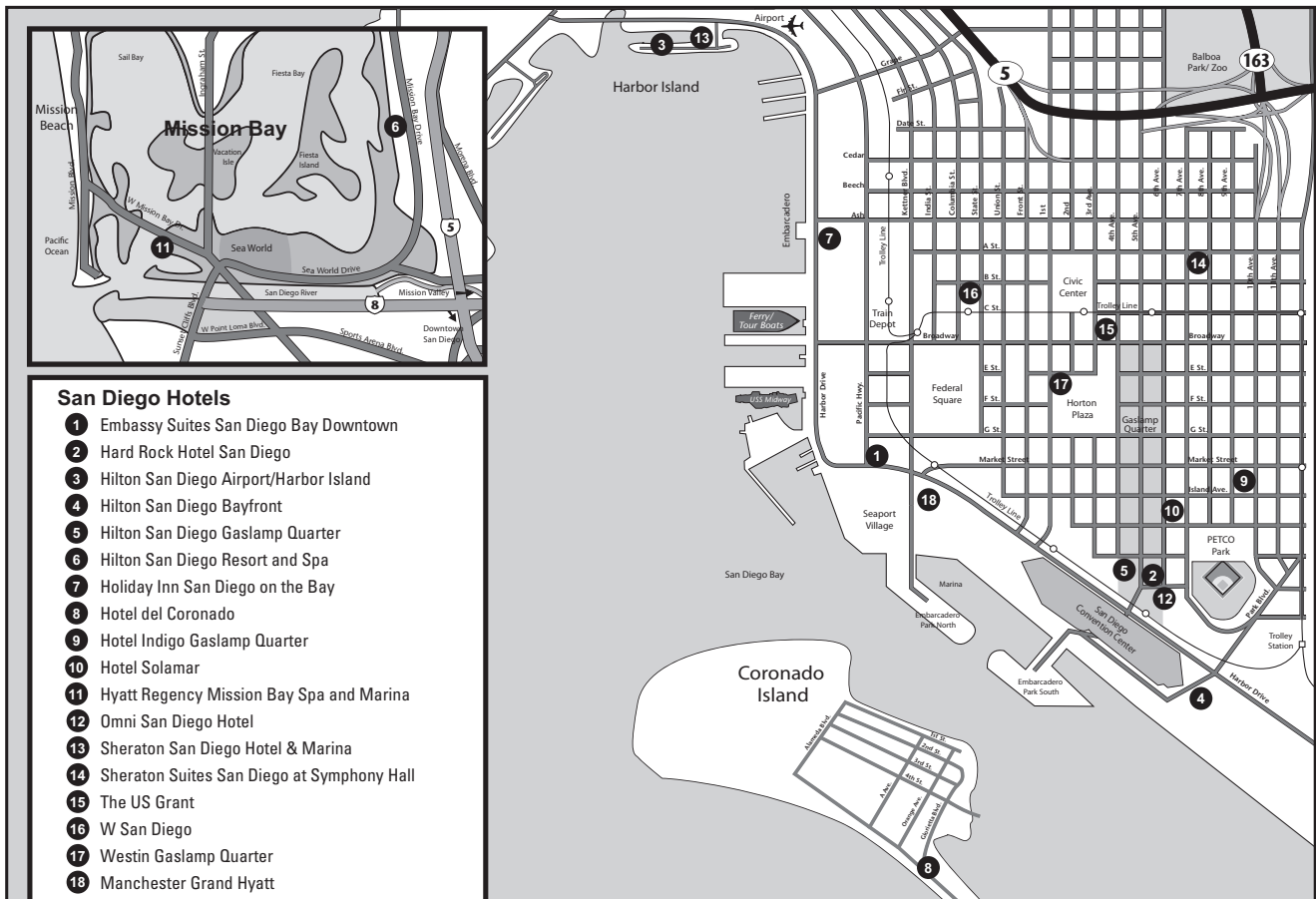


EXHIBIT PERSONNEL HOTEL STAFF NAME BADGES/2012

58th Annual Employee Benefits Conference (01-1201)

CUSTOMER INFORMATION (Please print clearly)

ONLY FOUR PEOPLE PER BOOTH. For multiple booths, please copy and complete this form for each 10' x 10' booth.

Company _____ Registration/hotel coordinator _____
 Address _____ E-mail _____
 City _____ State/Province _____ Country _____ ZIP/Postal code _____
 Phone _____ Fax _____

Name of person from your firm who will serve as the "on-site contact" _____ Cell phone _____

See our policies regarding your registration/cancellation/refund/record retention/photo release and privacy at www.ifebp.org/policies.

PERSONNEL REGISTRATION (Four personnel per 10' x 10' booth) DEADLINE TO REGISTER PERSONNEL: OCTOBER 4, 2012

(1) Complimentary First name _____ M.I. _____ Last name _____

Conference Registration Title _____

Address _____ Business Home

City _____ State/Province _____ Country _____ ZIP/Postal code _____

Phone _____ Fax _____

E-mail (mandatory for hotel confirmation) _____

Last 4/3 digits of SSN/SIN _____ Date of birth (mm/dd/yyyy) _____

VISA MasterCard Discover American Express (U.S. only) \$ _____

Credit card # _____ Exp. date _____ Cardholder's name (print) _____

Conference registration (complimentary)
 Hotel deposit (\$350)
 Registration deadline—October 4, 2012
 Number of adults _____
 Arrival date _____
 Departure date _____

(2) Complimentary Booth Person First name _____ M.I. _____ Last name _____

Exhibit Hall Only Title _____

Address _____ Business Home

City _____ State/Province _____ Country _____ ZIP/Postal code _____

Phone _____ Fax _____

E-mail (mandatory for hotel confirmation) _____

Last 4/3 digits of SSN/SIN _____ Date of birth (mm/dd/yyyy) _____

VISA MasterCard Discover American Express (U.S. only) \$ _____

Credit card # _____ Exp. date _____ Cardholder's name (print) _____

Booth assistant (complimentary) **OR**
 Conference registration (\$1,235 (after September 30, \$1,430)
 Hotel deposit (\$350)
 Registration deadline—October 4, 2012
 Number of adults _____
 Arrival date _____
 Departure date _____

(3) 1st Booth Assistant at \$500 First name _____ M.I. _____ Last name _____

Exhibit Hall Only Title _____

Address _____ Business Home

City _____ State/Province _____ Country _____ ZIP/Postal code _____

Phone _____ Fax _____

E-mail (mandatory for hotel confirmation) _____

Last 4/3 digits of SSN/SIN _____ Date of birth (mm/dd/yyyy) _____

VISA MasterCard Discover American Express (U.S. only) \$ _____

Credit card # _____ Exp. date _____ Cardholder's name (print) _____

Booth assistant (\$500) **OR**
 Conference registration (\$1,235 (after September 30, \$1,430)
 Hotel deposit (\$350)
 Registration deadline—October 4, 2012
 Number of adults _____
 Arrival date _____
 Departure date _____

(4) 2nd Booth Assistant at \$500 First name _____ M.I. _____ Last name _____

Exhibit Hall Only Title _____

Address _____ Business Home

City _____ State/Province _____ Country _____ ZIP/Postal code _____

Phone _____ Fax _____

E-mail (mandatory for hotel confirmation) _____

Last 4/3 digits of SSN/SIN _____ Date of birth (mm/dd/yyyy) _____

VISA MasterCard Discover American Express (U.S. only) \$ _____

Credit card # _____ Exp. date _____ Cardholder's name (print) _____

Booth assistant (\$500) **OR**
 Conference registration (\$1,235 (after September 30, \$1,430)
 Hotel deposit (\$350)
 Registration deadline—October 4, 2012
 Number of adults _____
 Arrival date _____
 Departure date _____

HOTEL RESERVATIONS (DEADLINE: OCTOBER 4, 2012)

Hotel rooms have been secured by the International Foundation. To take advantage of special rates, *all hotel requests must be made through the International Foundation.*

Hotel and registration confirmations will be mailed directly to the registration/hotel coordinator unless otherwise indicated.

Reservations confirmed on a first-come, first-served basis. Best available will be assigned. \$350 hotel deposit required.

1st choice/rate _____	2nd choice/rate _____	3rd choice/rate _____	4th choice/rate _____	5th choice/rate _____
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PAYMENT INFORMATION

Full payment in U.S. funds must accompany order. Make check payable to International Foundation.

Check # _____ \$ _____

VISA MasterCard Discover American Express (U.S. only) \$ _____

Credit card # _____ Exp. date _____


Cardholder's name (print) _____


REGISTRATION/ORDER SUMMARY


Booth fee balance due \$ _____
 Assistant fee (\$500 each) \$ _____
 Hotel deposit (\$350 each) \$ _____
 Conference registration fee (\$1,235) \$ _____
Total (U.S. funds) \$ _____

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

 More information at www.ifebp.org

 Fax your registration form with credit card number: (262) 786-8650, or e-mail dianem@ifebp.org

 Mail the registration form with check or credit card number to: International Foundation—2012 Exhibition, P.O. Box 689954, Chicago, IL 60695-9954

 For hotel/staff registration information, e-mail dianem@ifebp.org, or phone (262) 373-7656



MEMBERSHIP APPLICATION/2012

58th Annual Employee Benefits Conference (01-1201)

CUSTOMER INFORMATION (Please print clearly)

Organization applying for membership _____ Name of contact _____
 Address _____
 City _____ State/Province _____ Country _____ ZIP/Postal code _____
 Phone _____ Fax _____ E-mail _____

See our policies regarding your registration/cancellation/refund/record retention/photo release and privacy at www.ifebp.org/policies.

ORGANIZATION DEMOGRAPHICS

Type of organization (check one):

- Accounting
- Actuarial
- Administration
- Bank
- Corporation
- Employee benefits consulting
- Employer association
- Hospital/HMO/medical center
- Insurance company
- Investment management
- Labor union
- Law
- Professional association
- Public employees
- Trust fund
- Other (specify) _____

Indicate predominant industry in which your organization is involved (check one):

- Agriculture, forestry, fishing
- Construction
- Graphic arts
- Manufacturing
- Retail trade
- Services
- Transportation, communications, utilities
- Wholesale trade
- Other (specify) _____

Number of employees covered by your benefit plan:

- 1-99
- 100-499
- 500-999
- 1,000-4,999
- 5,000-9,999
- 10,000+

MEMBERSHIP ROSTER

Please list the names and addresses of four of your company's employees who are to receive all appropriate International Foundation communications and to be considered International Foundation members. Additional individuals may be added for \$150 each.

(1) First name _____ M.I. _____ Last name _____
 Employer _____ Title _____
 Address _____ Business Home
 City _____ State/Province _____ Country _____ ZIP/Postal code _____
 Phone _____ Fax _____
 E-mail _____ Last 4/3 digits of SSN/SIN _____ Date of birth (mm/dd/yyyy) _____

(2) First name _____ M.I. _____ Last name _____
 Employer _____ Title _____
 Address _____ Business Home
 City _____ State/Province _____ Country _____ ZIP/Postal code _____
 Phone _____ Fax _____
 E-mail _____ Last 4/3 digits of SSN/SIN _____ Date of birth (mm/dd/yyyy) _____

(3) First name _____ M.I. _____ Last name _____
 Employer _____ Title _____
 Address _____ Business Home
 City _____ State/Province _____ Country _____ ZIP/Postal code _____
 Phone _____ Fax _____
 E-mail _____ Last 4/3 digits of SSN/SIN _____ Date of birth (mm/dd/yyyy) _____

(4) First name _____ M.I. _____ Last name _____
 Employer _____ Title _____
 Address _____ Business Home
 City _____ State/Province _____ Country _____ ZIP/Postal code _____
 Phone _____ Fax _____
 E-mail _____ Last 4/3 digits of SSN/SIN _____ Date of birth (mm/dd/yyyy) _____

PAYMENT INFORMATION

Dues of \$755 for the 2012 calendar year (Jan. 1-Dec. 31) must accompany this application.
Prorated dues effective April 1: \$570. Prorated dues effective July 1: \$380. Available to only new, not renewing, members.
 Full payment in U.S. funds must accompany order. Make check payable to International Foundation.

Check # _____ \$ _____ VISA MasterCard Discover American Express (U.S. only)
 Credit card # _____ Exp. date _____
 Cardholder's name (print) _____

MEMBERSHIP/ORDER SUMMARY

Membership dues (\$755) \$ _____
 Additional individuals (\$150 each) \$ _____
Total (U.S. funds) \$ _____



Apply online at www.ifebp.org



Fax your application form with credit card number: (262) 786-6647



Mail the application form with check or credit card number to: International Foundation P.O. Box 689952, Chicago, IL 60695-9952



For information, e-mail membership@ifebp.org, or phone toll free (888) 334-3327, option 1, or (262) 786-6710, option 1



**Must be returned with exhibitor Application/Contract for Exhibit Space.
Deadline for submitting this information—August 10, 2012**
Please type or print the following information exactly as you would like to see it published.

BOOTH IDENTIFICATION SIGN

Company name _____

CONFERENCE AND INTERNATIONAL FOUNDATION PRESHOW PUBLICATIONS

Company name _____

DIRECTORY OF EXHIBITS (On-site publication)

Company name _____

Web site _____

Address _____

City _____ State/Province _____ Country _____ ZIP/Postal code _____

Name (this person will handle product inquiries) _____ Title _____

Phone _____ Fax _____

E-mail _____

PRODUCT/SERVICE DESCRIPTION

75 words or less. The International Foundation reserves the right to edit descriptions for the *Directory of Exhibits/Resource Guide*.
Deadline is **August 10, 2012** for inclusion in the on-site publication *Directory of Exhibits/Resource Guide*. Anything received after this date may not be published.
(Check one)

- I will e-mail a Microsoft Word document to dianem@ifebp.org.
- Please use the same product description as in 2011.

PRODUCT/SERVICE CATEGORY


Please check up to **two (2)** categories that best describe your company/services/products.


Limit two


- | | |
|--------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Accounting firm | <input type="checkbox"/> Health care/networks/other welfare benefits |
| <input type="checkbox"/> Administrative services | <input type="checkbox"/> Investment/financial |
| <input type="checkbox"/> Association | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Benefit/actuarial consulting | <input type="checkbox"/> Preretirement planning |
| <input type="checkbox"/> Communication products and services | <input type="checkbox"/> Publisher |
| <input type="checkbox"/> Computer/software | <input type="checkbox"/> Training and apprenticeship |
| <input type="checkbox"/> Fiduciary insurance/brokerage | <input type="checkbox"/> Wellness/preventive organizations |
| <input type="checkbox"/> Government agency | |



 More information at www.ifebp.org

 Fax your product/service information to: (262) 786-8650

 Mail your product/service information to:
International Foundation—2012 Exhibition,
P.O. Box 689954, Chicago, IL 60695-9954

 For more information, e-mail dianem@ifebp.org, or phone (262) 373-7656



**DIRECTORY OF EXHIBITS
ADVERTISING INSERTION FORM/2012**

58th Annual Employee Benefits Conference (01-1201)

CUSTOMER/ADVERTISER INFORMATION (Please print clearly)

Individual ID# or CEBS® ID# _____
 First name _____ M.I. _____ Last name _____
 Company _____
 Title _____
 Address _____ Business Home
 City _____ State/Province _____ Country _____ ZIP/Postal code _____
 Phone _____ Fax _____
 E-mail _____
 Signature _____

See our policies regarding your registration/cancellation/refund/record retention/photo release and privacy at www.ifebp.org/policies.

AGENCY INFORMATION

Agency _____ Contact _____
 Address _____
 City _____ State/Province _____ Country _____ ZIP/Postal code _____
 Phone _____ Fax _____ E-mail _____

ADVERTISING INFORMATION

Distribution

All 5,500 conference attendees will receive a *Directory of Exhibits* in their registration packets. Copies of the directory will also be available in the exhibit hall and at other International Foundation conferences.

Deadlines

August 10, 2012—Space reservations due.
 September 14, 2012—Creative materials due.

Mechanical Requirements

- Please furnish, in order of preference: Press-optimized PDF file; InDesign file (CS5 or lower—Mac version), including fonts and high-resolution images on CD-ROM or ZIP disk, or e-mail self-extracting PDF or InDesign file to dorothee@ifebp.org; FTP instructions available—please e-mail dorothee@ifebp.org.
- Color ads must be provided electronically.
- 150-line screen
- Enclose proof specifying publication date and name and phone number of contact person.
- Production charges for any unsatisfactory material, including any electronic rework or conversion processes, will be billed to the advertiser at cost.

Agency Discount

15% agency discount will be given to all recognized agencies.

**Ad Specifications
Rates**

	Rates		Size		
	Black & white	Four-color	Width	Depth	
<input type="checkbox"/> Outside back cover*	\$3,150		7"	x	9.5"
<input type="checkbox"/> Inside front cover*	\$3,150		7"	x	9.5"
<input type="checkbox"/> Inside back cover*	\$3,150		7"	x	9.5"
<input type="checkbox"/> Full page (run of book)	\$1,575	\$2,350	7"	x	9.5"
<input type="checkbox"/> Half page (vertical)	\$1,000	\$1,750	3.25"	x	9.5"
<input type="checkbox"/> Half page (horizontal)	\$1,000	\$1,750	7"	x	4.5"
<input type="checkbox"/> Quarter page	\$ 675	\$1,425	3.25"	x	4.5"

(With the exception of the cover positions, placement of all other advertising is at the discretion of the International Foundation. If a certain area of the directory is requested, every effort will be made to oblige, but no guarantee of such placement can be made. Cancellations after insertion order deadline will be billed full amount of space contracted.)
 *Premium positions are available on a first-right-of-refusal basis.


PAYMENT INFORMATION


Full payment in U.S. funds must accompany order. Make check payable to International Foundation.


Check # _____ \$ _____
 VISA MasterCard Discover American Express (U.S. only)
 Credit card # _____ Exp. date _____
 Cardholder's name (print) _____

ADVERTISING/ORDER SUMMARY

Total (U.S. funds) \$ _____

 Order online at www.ifebp.org

 Fax your insertion form with credit card number: (262) 786-6647

 Mail the insertion form with check or credit card number to: International Foundation—Dorothy Ellis, P.O. Box 689954, Chicago, IL 60695-9954

 For advertising information, e-mail dorothee@ifebp.org, or phone (262) 373-7747

